

SAGUARO NATIONAL PARK VOLUNTEER JOB DESCRIPTION

Volunteer Title: Administration and Fee Management Volunteer Assistant

Supervisors: Michelle Torok (Administration), Shawn Hall (Fee Management)

Supervisor's contact information: Michelle Torok, michelle_torok@nps.gov (520) 733-5104; Shawn Hall, shawn_hall@nps.gov (520) 733-5121

Location: Rincon Mountain District (East)

Ongoing **X** **OR** **Start date** _____ **End date** _____

Time Commitment: 2-3 days per week, 4 hours per day

Duties: Duties will vary including but not limited to: assisting the Administrative Staff by processing and receiving park mail and packages, maintaining park files, answering the phone and making copies and faxes in a reception desk office setting. This position would assist the Fee Management staff by answering basic park questions from visitors, perform fee collection duties including selling entrance passes and receipts, verifying and processing shift reports for deposit, and providing relief for staff as needed (may include occasional duties at the Tucson Mountain [West] District). This position requires good customer service skills, basic computer skills including e-mail and using Microsoft Office programs such as Word and Excel, wearing a uniform (provided), and the ability to successfully pass a background and credit check. No park housing or recreational vehicle space is provided.

Benefits

- Working in one of America's most beautiful National Parks!

Goal / Outcome of Job

- Help the National Park Service achieve its mission while learning new skills

Knowledge / Skills Desired and/or Required

- Good Customer Service Skills
- Good Math and Computer Skills (Microsoft Office, e-mail, etc.)

Training / Preparation Required

- Credit Check and Background Investigation required for this position

Other Requirements

- Volunteer will be required to follow the policies detailed in the Saguaro Volunteer Handbook.
- Uniform required (provided)